

# **5 FAH-1 H-200 TELEGRAMS**

## **5 FAH-1 H-210 USING TELEGRAMS**

(TL:CH-2; 05-30-1998)

### **5 FAH-1 H-211 GENERAL**

(TL:CH-2; 05-30-1998)

a. This chapter contains guidelines for drafting and preparing telegrams. The *Secretariat Handbook* contains guidelines for preparing telegrams for the Secretary and other seventh-floor principals.

b. Telegrams are used between the Department and posts and between posts to transmit information electronically through established Department channels. These telegrams convey information dealing with policy proposals, policy implementation, program activities, and personnel and post operations.

c. Telegrams received at posts from a Member of Congress are answered by telegram through the Department.

d. Officers who draft and approve telegrams must review all telegrams to ensure compliance with standards, i.e., precedence, classification, and subject content. Telegrams regarding policy matters must meet the requirements in 2 FAM.

e. Other agencies sharing Department communication facilities must use internal control procedures that meet Department standards. The Department of State is the senior agency abroad. All standards and procedures set by the Department of State must be adhered to without exception. Any request for waiver or noncompliance must be preapproved by the Department of State. Other agency regulations regarding telegrams will be enforced secondary to any existing Department policy.

f. Telegrams must not be used for personal matters except when authorized from a post when it is impossible or impractical to gain access to a commercial facility.

g. All Department and posts telegrams must contain E.O. information, TAGS, and Subject Lines. See 5 FAH-1 H-234.

h. Drafters should use "PASS" and "INFORM CONSULS" to assure delivery to another agency/office or to a subordinate post. "PASS" indicates that the correspondence should be passed to another office/agency that cannot be directly addressed. Use "INFORM CONSULS" on the six regional bureau collective addresses and on the "ALL DIPLOMATIC AND CONSULAR POSTS" (ALDAC) collective address from the Department to indicate that the supervisory post should forward the telegram or information it contains to its subordinate post(s).

i. Telegrams that require an administrative control marking (formerly LOU) will be transmitted as Sensitive But Unclassified (SBU). However, an SBU telegram will have UNCLASSIFIED at the top and bottom and the word SENSITIVE on the Caption line (see 5 FAH-1 H-234 Exhibit H-234.10).

## **5 FAH-1 H-212 SECURITY CLASSIFICATION AND DECLASSIFICATION**

*(TL:CH-2; 05-30-1998)*

a. Classified telegrams must be marked with an original classification authority. See 12 FAM 500 for guidance on classification authority; see 5 FAH-1 H-132) for general guidance on classification markings.

b. Mark each element of a telegram to show its appropriate classification level (e.g., TS, S, C, U). The overall classification reflects the highest classification level of the telegram (title, paragraph, table or graph) and must be shown at the top and bottom of each page.

c. Enter the following information in the first paragraph of the telegram text:

(1) Name and position of the original classification authority;

(2) Agency and office of origin unless otherwise indicated; and

(3) Reason for classification, citing applicable category(ies) in Section 1.5, E.O. 12958, see 5 FAH-1 H-131 Exhibit H-131.

d. The original classification authority must indicate one of three declassification options:

(1) a date or event less than 10 years from the date of original classification when the national security sensitivity will lapse;

(2) a date 10 years from the date of original classification; or

(3) the relevant citation from one of the exemption categories in Section 1.6, E.O. 12958, see 5 FAH-1 H-131 Exhibit H-131, indicating the national security sensitivity will exceed 10 years.

e. Enter one of the following example declassification authorities on the E.O. 12958 line:

E.O. 12958: DECL: 10/16/1999

E.O. 12958: DECL: End of Conference

**NOTE:** SBU telegrams impose specific handling requirements and are subject to the same decontrol procedures as nontelegraphic SBU documents.

## **5 FAH-1 H-213 MINIMIZE CONTROL**

*(TL:CH-2; 05-30-1998)*

a. "Minimize" is a control procedure governing the electronic release of telegrams during emergency conditions such as local civil disorders; communications circuit failures; natural disasters or in other similar situations when a post's normal flow of traffic cannot be handled. During these emergencies, only the most essential traffic is sent so that it will be handled as expeditiously as possible under the prevailing conditions.

b. The Communications Center maintains a current list of posts that are on MINIMIZE.

c. Domestic telegrams transmitted under the MINIMIZE restriction must have the approval of a deputy assistant secretary or officer of equivalent or higher rank of the bureau responsible for the post on minimize.

d. MINIMIZE telegrams from posts abroad must be approved by the chief of mission, deputy chief of mission, the principal officer of a consular post, or the next highest ranking approving official, before the telegram is delivered to the Information Program Center (IPC). When MINIMIZE is in effect for a particular post, clearance must be obtained from the post's parent geographic bureau prior to telegram's transmission.

e. The approving official may authorize release under "minimize" for noncrisis-related messages for electrical transmission if the subject matter is urgent enough to require telegraphic handling.

f. Telegrams submitted for transmission to addresses on "MINIMIZE" must bear the "MINIMIZE CONSIDERED" notation as the last paragraph.

## **5 FAH-1 H-214 REPEAT TELEGRAMS (FORM OF-187)**

*(TL:CH-2; 05-30-1998)*

a. Repeat Telegrams are previously transmitted messages that are retransmitted upon request. In the Department, complete Form OF-187, Telegram Repeat Request (see 5 FAH-1 H-214 Exhibit H-214).

b. Procedures for requesting repeat telegrams vary from post to post and are implemented according to the Information Program Center (IPC) policy. The IPC will provide specific guidelines.

c. When using Form OF-187, drafters should list the precedence(s) and addressee(s) to receive the Repeat Telegram for action or information in the standard telegram format.

### **5 FAH-1 H-214.1 Repeat Telegram By Telegram**

*(TL:CH-2; 05-30-1998)*

a. Drafters must take the following steps when requesting a repeat telegram:

- (1) Prepare a separate Form OF-187 for each telegram to be repeated;
- (2) Assign the same security classification or control designation of the telegram being repeated;
- (3) Obtain the clearance of the action officer if action was originally assigned to an officer other than the drafter, and
- (4) Prepare a separate telegram for any other information requested by the new addressee.

b. The drafting office retains a copy of the completed form and forwards the original or a copy made from the original to the Communications Center or to S/S-O for clearance if ALDAC, ALLDP, NODIS, EXDIS, FLASH, NIACT or most seventh-floor principals, if drafted by them. Be sure to attach a copy of the telegram to be repeated.

c. When repeating a telegram that does not contain E.O. 12958, TAGS and/or Subject information (i.e., military or other agency telegram), preparers must enter the appropriate information in the upper right block on the form.

d. When the text of a repeat telegram is more than 10 days old, the telegram must be retyped completely. Preparers should enter the appropriate heading and complete text beginning with date-time group line through the signature line.

Example:

FOLLOWING IS A REPEAT  
QUOTE

01030Z May 92

FM SECSTATE WASHDC

(LIST PREVIOUS ADDRESSEE(S))

(ENTIRE TEXT)

SIGNATURE UNQUOTE

e. Telegrams should not be repeated from the Department back to the original addressee. Any requests for retransmission should be forwarded to the Communications Center help desk.

## **5 FAH-1 H-214.2 Repeat Telegram By Pouch**

*(TL:CH-2; 05-30-1998)*

a. Pouch mail may be used for sending copies of telegrams in the same manner as other documents according to security regulations.

b. If the Repeat telegram is classified or administratively controlled, the drafter should be sure to assign the same classification to the form along with appropriate automatic downgrading or declassification information.

## **5 FAH-1 H-215 CLEARING TELEGRAMS**

### **5 FAH-1 H-215.1 Post Clearance**

*(TL:CH-2; 05-30-1998)*

Telegram clearance procedures vary from post to post. The Information Program Center (IPC) maintains a list of authorized officials (appointed by the Ambassador) who approve telegrams for release. Telegrams at post are cleared in accordance with specific chain of command procedures. The IPC can provide further guidance.

### **5 FAH-1 H-215.2 Department Clearance**

#### **5 FAH-1 H-215.2-1 Obtaining Clearance**

*(TL:CH-2; 05-30-1998)*

a. The drafter obtains all clearances within the drafter's own agency and those from other agencies, prior to submission to the Department's Domestic Communications Center (IRM/OPS/MSO/MSMC). At a minimum,

each telegram must be cleared by the appropriate State Department office for the receiving country (see 2 FAM for general clearance instructions).

b. When a telegram is received from an outside agency, the State Department approving official obtains proper clearance. If an outside agency approves its own telegram, it must also obtain proper clearance for that telegram.

c. Drafters and approval officers must ensure that all collective address telegrams e.g., ALL AFRICAN DIPLOMATIC POSTS (ALAFD), ALL EUROPEAN DIPLOMATIC POSTS (ALEDP), etc. that require action by the posts are cleared by the executive director, staff assistant, or duty officer in each of the regional bureaus involved. If the post(s) has not been tasked, an S/S-O clearance is sufficient. ALL DIPLOMATIC AND CONSULAR POSTS (ALDAC), and ALL DIPLOMATIC POSTS (ALLDP) collectives must be cleared by the Senior Watch Officer (S/S-O).

d. Telegrams addressed to the SPECIAL EMBASSY PROGRAM (SEP) collective for action or information must be cleared by each bureau involved and M/P.

e. Telegrams addressed to MINIMIZE posts for action must be cleared by the parent geographical bureau and S/S-O. Exceptions are MED CHANNEL, PER CHANNEL (TM FOUR), and AFSA telegrams.

f. Direct questions on clearance requirements to IRM/OPS/MSO/MSMC/CIB Help Desk at (202) 647-8845.

## **5 FAH-1 H-215.2-2 Special Clearance**

*(TL:CH-2; 05-30-1998)*

a. Some telegrams require clearance by the Executive Secretariat Staff (S/S) and the Operations Center (S/S-O) prior to delivery to the Domestic Communications Center (IRM/OPS/MSO/MSMC/CIB).

(1) S/S and S/S-O Clearance:

(a) Any telegram authorized by the Secretary or Deputy Secretary.

(b) S—The Secretary

(c) D—The Deputy Secretary

(d) Telegrams showing White House, OVP (office of the Vice President), or NSC in the clearance.

(e) All telegrams and faxes intended for the Secretary while traveling must be cleared by S/S.

(2) S/S-O Clearance on telegrams authorized by:

- (a) Secretary for Political Affairs.
- (b) E—Under Secretary for Economic and Agricultural Affairs.
- (c) T—Under Secretary for Arms Control and International Security Affairs.
- (d) M—Under Secretary for Management—Except MANAGEMENT CHANNEL.
- (e) G—Under Secretary for Global Affairs.
- (f) NODIS and EXDIS telegrams (including REPEATS).
- (g) FLASH and NIACT IMMEDIATE
- (h) TERREP EXCLUSIVE
- (i) ALDAC/ALLDP collectives.

b. Telegrams addressed to the American Institute in Taiwan (AIT) TAIPEI must have the following clearances:

(1) RAP/RSP/TC—for all policy and reporting telegrams, and all requests for USG travel to Taiwan: EAP/RSP/TC (Taiwan Coordination Staff);

(2) EAP/EX and AIT/W—for all administrative messages ("A" TAGS); and

(3) AIT/W—for all other substantive messages on subjects involving AIT/W (e.g., meetings with Taiwan representatives, cooperative activities involving Taiwan, legal status of AIT, consular management, resources, etc.). Questions concerning format or clearances should be directed to EAP/RSP/TC (202) 647-7711 or AIT WASHDC (703) 525-8474.

## **5 FAH-1 H-215.2-3 Qualifying Clearance**

*(TL:CH-2; 05-30-1998)*

a. Drafters should qualify telegram clearances by indicating how the telegram was cleared using remarks in parenthesis immediately following the clearance. All telephone clearances for classified telegrams must be obtained over a secure telephone link operating in the Secure Mode. Classified telegrams may not be discussed over nonsecure telephone links.

b. Clearances may be obtained other than in person. Listed below are common clearance methods that should be indicated in parentheses after the office symbol and name of clearing officer.

(1) (SUBS)—use to indicate that clearing officer has cleared on the substance only, not the full text.

(2) (INFO)—use to indicate that the individual listed did not clear, but will receive a copy of the outgoing telegram. Do not substitute for actual clearance if specific text or substance is required.

(3) (PHONE)—use to indicate clearance by telephone; clearing official has not seen specific text, but specific text may have been read to individual over the telephone.

(4) (DRAFT)—use to indicate clearance in draft only; not final version.

## **5 FAH-1 H-216 DISTRIBUTION CAPTIONS AND ATTENTION INDICATORS**

*(TL:CH-2; 05-30-1998)*

a. Special Handling Captions, Distribution Captions, and Channel Captions are used on telegrams to control, restrict, direct, or limit distribution. Some telegrams require special instructions for handling and distribution. See 5 FAH-1 H-700, *Captions*, for a complete list of captions.

b. Attention Indicators (or “slug lines”) may be used with any caption to direct telegrams to a specific office or individual.

c. Captions and attention indicators must not be combined with addresses, but placed on the caption line.

d. Only one caption should be used in the Captions Field (i.e., from the list of authorized captions in 5 FAH-1 H-700) for proper transmission and dissemination. Attention Indicators and other instructions may be used as authorized, e.g., FOR THE AMBASSADOR; Sensitive; Sensitive NOFORN; and Military addressees Handle as Specat Exclusive.

### **5 FAH-1 H-216.1 Special Handling Captions**

*(TL:CH-2; 05-30-1998)*

a. Drafters must use only one special handling caption on the Special Handling Line to indicate to the Communications Center how to process the telegram. The following five (5) captions are the only captions that may be used in the Captions field on the Special Handling Line.

- (1) NODIS;
- (2) ROGER CHANNEL;
- (3) AGREEMENT CHANNEL;
- (4) DIRGEN CHANNEL; and
- (5) STADIS



Telegrams bearing one of these captions must be classified or administratively controlled (SBU). The DIRGEN CHANNEL is the only exception. The above captions ensure handling precedence over any attention indicators or other instructions (e.g., a telegram with a NODIS caption that contains a "FOR" line will be handled in accordance with NODIS procedures before satisfying passing instructions).

b. Attention indicators that are to be used along with special handling captions (e.g., "FOR THE AMBASSADOR" or "FOR AGRICULTURE ATTACHE," etc.) are placed on the line below the special handling caption.

c. NODIS telegrams that include military addressees must include the words "MILITARY ADDRESSEES HANDLE AS SPECAT EXCLUSIVE" in the Caption field.

## **5 FAH-1 H-216.2 Distribution And Channel Captions**

*(TL:CH-2; 05-30-1998)*

Some telegrams require captions that limit distribution as cited. Following is a partial list of distribution and channel captions that may be used:

- (1) LIMDIS;
- (2) EXDIS;
- (3) GRIEVANCE CHANNEL;
- (4) MED CHANNEL;
- (5) AIDAC;
- (6) IM CHANNEL;
- (7) TOPEC; and
- (8) OIG CHANNEL

See 5 FAH-1 H-700 for a complete list of captions.

## **5 FAH-1 H-216.3 Official Informal Caption**

*(TL:CH-2; 05-30-1998)*

a. The "Official Informal" Caption is a Distribution Caption designed to restrict distribution to a person or group of people and to S/S-O. If the telegram is specifically for an individual, the words OFFICIAL INFORMAL are placed on the Caption line (and attention indicator, if needed) and the Subject line with an attention indicator. On the Subject line, the organization and name should follow OFFICIAL INFORMAL, separated by a dash (e.g., OFFICIAL INFORMAL—FOR EUR/EX JANE DOE). If the telegram is for a group, the office symbol for the group should also be included. The "Official Informal" caption is used to transmit personal opinions or preliminary information on policy, such as to:

(1) Give or ask an opinion or interpretation of forthcoming or established policy;

- (2) Exchange personal views; or
- (3) Report progress or to obtain or provide background information on matters that may become a subject of formal communication.
- b. The Official Informal caption is used for single or multiple addressee telegrams for distribution to offices and SS-O.
- c. The Official Informal caption must not be used to:
  - (1) Convey policy decisions;
  - (2) Document an official action request or convey instructions;
  - (3) Submit administrative, economic, political or other efforts;
  - (4) Request action, concurrence or authorization;
  - (5) Circumvent proper clearance and distribution procedures; or
  - (6) Discuss personal business.
- d. For telegrams coming to the Department, add the office symbol.

**NOTE:** Official Informal telegrams are record traffic. The "Official Informal" Caption must be placed on the CAPTION line and on the SUBJECT line for proper transmission and dissemination. If the telegram is intended for a specific organization or individual, this information must be placed on the CAPTION and SUBJECT lines (e.g. OFFICIAL INFORMAL - FOR EUR/EX JANE DOE).

e. When submitting telegrams that meet the official informal requirement, the caption line is limited to read only "OFFICIAL INFORMAL." If the OFFICIAL INFORMAL is Unclassified Sensitive or Sensitive NOFORN, the words "SENSITIVE NOFORN" should be placed on the CAPTION LINE AFTER THE WORDS "OFFICIAL INFORMAL."

## **5 FAH-1 H-216.4 Joint Message Captions**

*(TL:CH-2; 05-30-1998)*

- a. The only joint message captions permitted apply to messages directing specific action by both an embassy and a separate military command. In this case a Joint State/Defense caption is required (MAAG's, MILGRP's, DAO's, etc. are integral parts of embassies, not separate commands.)
- b. Joint message captions from the Department or posts involving other agencies, e.g., "Joint State/Commerce or Joint Embassy/USIA" must not be used.

## **5 FAH-1 H-216.5 Attention Indicator (“Slug” Line)**

*(TL:CH-2; 05-30-1998)*

a. The Attention Indicator is placed in the Caption Field after the caption to direct or restrict telegrams to a specific office or individual. If a Special Handling Caption is used, the attention indicator is placed on the line below the Special Handling Caption.

b. Drafters must ensure that the proper attention indicator is assigned. The attention indicator "FOR" with an office symbol and a name identifies the recommended action office responsibility but does not restrict information distribution. "FOR" with "ONLY" restricts distribution.

c. Drafters follow the guidelines below when using Attention Indicators on the "Caption" line in conjunction with any caption.

(1) PASS TO—Use with another U.S. Government agency to alert the Department or post of agency's interest and distribution requirements.

(2) FOR—Use with office symbol and name to identify the person and office to receive action; does not restrict distribution to information addressees.

(3) FOR (office symbol and name) ONLY—“Only” identifies action office and restricts distribution to that addressee and the Executive Secretariat.

(4) FROM—Use in conjunction with a name and/or office symbol to identify the originating office and officer and to assist in determining the telegram distribution.

## **5 FAH-1 H-217 EXECUTIVE ORDER (E.O.), TAGS, SUBJECT, AND REFERENCE LINES**

### **5 FAH-1 H-217.1 E.O. 12958**

*(TL:CH-2; 05-30-1998)*

a. All telegrams must contain an E.O. 12958 line, which indicates the downgrading or declassification status of a telegram. On a classified telegram this line contains the original classification authority and instructions for declassifying the telegram (see 5 FAH-1 H-212, above ).

b. Enter a date or event less than 10 years from the date of the original classification, a date 10 years from the date of original classification, or one or more of the exemption categories from Section 1.6, E.O. 12958, see 5 FAH-1 H-131 Exhibit H-131.

c. In the first paragraph of the telegram enter the name and position of the original classification authority, agency and office of origin (unless otherwise indicated), and the reason for classification with one or more of the appropriate classification categories of Section 1.5, E.O. 12958, see 5 FAH-1 H-131 Exhibit H-131. See 5 FAH-1 H-132 for further guidance on portion marking, marking foreign government information, derivative classification marking and downgrading instructions.

d. Unclassified and SBU telegrams must bear the code N/A on the E.O. line.

## **5 FAH-1 H-217.2 TAGS**

*(TL:CH-2; 05-30-1998)*

a. All Department telegrams must contain at least one Subject TAGS, except those captioned AIDAC, USIA, and TOPEC. Traffic Analysis by Geography and Subject (TAGS) briefly describes the content of telegrams. The drafting officer provides the TAGS to identify:

(1) Subject matter;

(2) Countries and world regions, Geo-Political (two-letter); and

(3) Program (K TAGS) must not be substituted for a subject TAGS. K TAGS must be used in conjunction with Subject TAGS.

b. Names and organizations may appear on the TAGS line. When using names, drafters should list the last name, first name (or initial) and middle initial with no punctuation after initial(s); and enclose in parentheses. Example: (DOE, JOHN C) (DOE, J C). Enclose only one name in a set of parentheses.

c. Since TAGS help determine distribution, the primary SUBJECT TAGS should be listed first, except those captioned ADM AID, AIDAC, USIA, or TOPEC.

d. New TAGS are approved only in the Department A/RPS/IPS/PP. A TAGS created in the field is not authorized on telegrams. Direct suggestions or requests for new TAGS to A/RPS/IPS/PP. TAGS not created by PP are not authorized on telegrams and must not be used.

## **5 FAH-1 H-217.3 Subject**

*(TL:CH-2; 05-30-1998)*

a. All telegrams must contain a Subject line assigned by the originator. The "Subject" line, assigned by the originator, highlights message content; identifies reader interest; and helps to automatically retrieve the telegram. The subject should be concise and clearly describe the contents.

b. When using "Terms" with the subject (see TERMDEX in the *TAGS/TERMS Handbook*), list "Terms" first on the subject line, or incorporate them into the subject.

## **5 FAH-1 H-217.4 Reference**

*(TL:CH-2; 05-30-1998)*

a. Reference a previous telegram or related communication here. Although there is no limit to the number of references or lines, the Department's automatic retrieval system recognizes telegram references on only one line. References placed on succeeding lines will remain a part of the telegram but cannot be used in automatic retrieval.

b. Drafters should list telegram references before listing references to letters or memorandums. List references horizontally on the telegram form.

c. In a multiple-address telegram, drafters should indicate if an addressee did not receive a referenced telegram by using the term "NOTAL" in parentheses following the reference. Example: LONDON 3419 (NOTAL)

### **5 FAH-1 H-217.4-1 Message Reference Number (MRN)**

*(TL:CH-2; 05-30-1998)*

a. Telegrams are cited using the MRN, which is the message reference number assigned by the Communications Center. It appears following the classification beneath the last addressee and consists of the last two digits of the year, followed by State/Post name, then the number (i.e., 97 STATE 123456; 98 BONN 3597).

b. Department or posts telegrams (including those captioned ADM AID, AIDAC, TOPEC, or USIA, etc.) should be referred to with a MRN.

c. When citing more than one reference, use a letter in parentheses to separate them, e.g., (A) 97 STATE 21122; (B) 97 PARIS 2233; (C) 97 BONN 4567.

d. Telegrams from a previous year are referred to by preceding the MRN with the last two digits of the year: 91 STATE 123456

### **5 FAH-1 H-217.4-2 Date-Time Group (DTG)**

*(TL:CH-2; 05-30-1998)*

Telegrams originated by military elements are referenced by using the date-time group (DTG) in parenthesis. Example: JCSWASHDC (DTG 090616Z OCT 91). This DTG reads as the 9th day of October 1991 at 0616 Zulu time.

## **5 FAH-1 H-218 POST AUTOMATED PROCESSING**

*(TL:CH-2; 05-30-1998)*

The new communications systems currently being installed at overseas posts require accurate caption/passing instructions, TAGS, and key words in the Subject Line to automatically assign dissemination. Preparers should ensure that information in these fields is correct to reduce telegram handling time.

## **5 FAH-1 H-219 UNASSIGNED**

**5 FAH-1 H-212 Exhibit H-212**  
**CLASSIFIED TELEGRAM—DEPARTMENT**

(TL:CH-2; 05-30-1998)

INITIALS

APPR: SS . . .  
DRAFT: DMC . . .  
CLR 1: JM . . .  
CLR 2: MGK . . .  
CLR 3: CS . . .  
CLR 4: TG . . .

CONFIDENTIAL

NEA/PPR:DMCCARTHY:MLT  
07/24/97 (202) 647-0000  
NEA/PPR:S SMITH

ARA/CEN/PAN:J MURRAY M/FSI/SPAS:MGKENNEDY  
NEA/EX:C SMITH INR:T GATTI

EAP/RA, PM

IMMEDIATE ACCRA, BAMAKO IMMEDIATE, CAIRO IMMEDIATE,  
DAMASCUS IMMEDIATE, AMMAN PRIORITY, NEW DELHI PRIORITY+  
PRIORITY ANKARA

E.O. 12958 DECL: 12/04/99

TAGS: AINF, PREL, CVIS

SUBJECT: CLASSIFIED TELEGRAM FORMAT

1. (U) CLASSIFIED BY: SUE SMITH, DIRECTOR, NEA/PPR,  
DEPARTMENT OF STATE. REASON: 1.5(A)
2. (C) THIS EXHIBIT SHOWS AN OUTGOING CLASSIFIED TELEGRAM.  
THE FIRST PARAGRAPH MUST SHOW THE CLASSIFICATION LEVEL, THE  
REASON FOR CLASSIFICATION, THE DURATION OF CLASSIFICATION, AND  
THE NAME AND POSITION OF THE CLASSIFIER. ONLY THE APPROPRIATE  
CATEGORY NUMBERS ARE REQUIRED TO APPEAR IN THE FREE FORM TEXT  
OF THE FIRST PARAGRAPH TO INDICATE THE REASON FOR CLASSIFICATION.
3. (C) THE BEGINNING OF EACH AND EVERY PARAGRAPH OF THE CABLE  
MUST BE MARKED: (T) FOR TOP SECRET, (S) FOR SECRET, (C) FOR  
CONFIDENTIAL, AND (U) FOR UNCLASSIFIED. (SEE 5 FAH-1 H-234 EXHIBIT  
H-234.10 FOR SBU TELEGRAM FORMAT GUIDELINES.)
4. (C) SEE 5 FAH-1, H-212 FOR FURTHER GUIDANCE ON  
PREPARING CLASSIFIED TELEGRAMS AND 5 FAH-1 H-230 FOR GENERAL  
TELEGRAM PREPARATION GUIDANCE IN THE DEPARTMENT. YY

CONFIDENTIAL

**CLASSIFIED FOR EXHIBIT PURPOSES ONLY**

# Continuation – 5 FAH-1 H-212 Exhibit H-212

## CLASSIFIED TELEGRAM—POST

(TL:CH-2; 05-30-1998)

SECRET

PROG 10/01/97

DCM:TKSMITH

ADM:RBDILLER:CF

1.POL:TRHERTZ, 2.ECON:TKMILLER

AMB DCM POL, ADM-2 ECON

AMEMBASSY BANGKOK

SECSTATE WASHDC PRIORITY

AMEMBASSY BEIJING PRIORITY

AMCONSUL HONG KONG

FOR ALL FS PERSONNEL

E.O. 12958: DECL: 11/15/1999

TAGS: APER, ATRN

SUBJECT: SAMPLE CLASSIFIED TELEGRAM FROM POST

1. (U) CLASSIFIED BY: JMDOE, AMBASSADOR, PPD/PR, AMEMBASSY BANGKOK, DEPARTMENT OF STATE. REASON: 1.5(B). THIS SAMPLE CLASSIFIED TELEGRAM HAS AN OVERALL CLASSIFICATION OF SECRET, HOWEVER THE ENTIRE TEXT IS NOT SECRET.

2. (S) EACH PARAGRAPH MUST BE MARKED WITH THE APPROPRIATE PORTION MARKING. THESE MARKINGS ARE PARTICULARLY IMPORTANT WHEN ONE OR MORE PARAGRAPHS WILL BE GIVEN TO THE PUBLIC.

3. (C) NOTE THAT THE CABLE CARRIES THE NEW E.O. NUMBER AND IS DECLASSIFIED IN ACCORDANCE WITH THOSE GUIDELINES. REFER TO 5 FAH-1 H-240 FOR TELEGRAM PREPARATION GUIDELINES. FOR MORE SPECIFIC QUESTIONS, CONTACT THE IPC. HAWTHORNE##

**CLASSIFIED FOR EXHIBIT PURPOSES ONLY**



# 5 FAH-1 H-214 Exhibit H-214 REPEAT TELEGRAM (FORM OF-187)

(TL:CH-2; 05-30-1998)

TO: Communications Center		CLASSIFICATION OF TELEGRAM TO BE REPEATED: <b>UNCLASSIFIED</b>		E.O. 12065 TAGS AND SUBJECT INFORMATION IF NOT ON TELEGRAM BEING REPEATED.  E.O. 12065: N/A TAGS: APER	
FROM: (Office Symbol)	SPECIAL HANDLING CAPTIONS (Words, Symbols, etc.)	OTHER CAPTIONS AND/OR ATTENTION INDICATIONS, IF ANY (Per Command, Dec.)		Subject: Personnel Changes	
PER/CSP		PER CHANNEL			
PLEASE REPEAT Belgrade 469 DATE 3/19/97 (Message Ref. No.)					
TO THE FOLLOWING ADDITIONAL ADDRESSES:					
FOR ACTION: BONN					
FOR INFO: BRUSSELS, COPENHAGEN					
<b>A COPY OF THE TELEGRAM TO BE REPEATED MUST BE ATTACHED.</b>					
Requested by: PER:JKDOE		Date: 4/8/97	Phone No.: 7000	Approved by: M/DGP:JMoore	
Classroom: A:EMFalk		THIS FORM OF ITSELF IS UNCLASSIFIED			

OPTIONAL FORM 187 (Rev. 10-78)  
DEPARTMENT OF STATE

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